

**AVIATION BOARD BACKGROUND LETTER**

**Aviation Board Meeting Date:** December 16, 2024

**To:** Chair Dickinson and Aviation Board Members

**Cc:** Mitch Reynolds, Mayor

**From:** Jeff Tripp, Airport Director

**Subject:** SOQ AIR-2024-001 Air Service Consulting Update

**Summary:**

Status update for Request for Statement of Qualification (SOQ) AIR-2024-001 to select an Air Service Consultant.

**Background:**

The Airport issued a Request for Statement of Qualification from interested firms to provide Air Service Consulting Services. The submittal deadline occurred on December 6, 2024, with five (5) firms submitting proposals:

1. ASM Route Development Consultants (Incumbent)
2. Crawford, Murphy & Tilly, Inc. (CMT)
3. InterVISTAS
4. Mead & Hunt
5. Short Elliott Hendrickson, Inc. (SEH)

The selection committee, comprised of three airport staff and three members of the Air Service Working Group, is currently reviewing the submittals. Depending upon the scores determined by the members, the Airport may, or may not, conduct in-person interviews. The goal is to have the successful consultant under contract as soon as possible in 2025.

Respectfully Submitted,



Jeffrey S. Tripp, A.A.E.  
Airport Director